



# CITY OF HOUSTON

## Job Posting

<i>Applications accepted from:</i>	ALL PERSONS INTERESTED
<i>Job Classification</i>	Systems Consultant
<i>Posting Number</i>	PN # 102574
<i>Department</i>	Housing and Community Development
<i>Division</i>	Finance & Administration
<i>Section</i>	Management & Information Services
<i>Reporting Location</i>	601 Sawyer*
<i>Workdays &amp; Hours</i>	Monday-Friday, 8:00am–5:00pm*

\*Subject to change

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

- Provide technical advice regarding the identification and resolution of system problems. Review and investigate application systems to diagnose problems and offer solutions.
- Oversee the design, installation, programming, testing and maintenance of major data processing applications.
- Supervise others as project leader in the implementation of complex computer programs.
- Develop user guides, operating manuals and procedures for all developed systems and conduct user training.
- Prepare project reports and system documentation for management reviews and presentations.

**WORKING CONDITIONS**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Computer Science, Business Administration, Engineering, Mathematics or closely related field.

**MINIMUM EXPERIENCE REQUIREMENTS**

Five years of experience in programming and systems analysis or a closely related field are required. Directly related professional experience may be substituted for the above education requirement on a year-for-year basis.

**MINIMUM LICENSE REQUIREMENTS**

Valid Texas Driver's License and compliance with the City of Houston Policy on driving (AP 2-2).

**PREFERENCES**

None

**SELECTION/SKILLS TESTS REQUIRED**

None

**SAFETY IMPACT POSITION**

☒ Yes

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 26  
\$1,587 - \$2,203 Biweekly    \$41,262 - \$57,278 Annually

**OPENING DATE**

January 26, 2005

**CLOSING DATE**

Open Until Filled

**APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** The Human Resources TDD phone number is (713) 837-9496.

An equal opportunity employer